

**AUTHORIZED**  
**INFORMATION TECHNOLOGY SCHEDULE PRICELIST**  
**GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY**  
**EQUIPMENT, SOFTWARE AND SERVICES**

**Special Item No. 132-51 Information Technology Professional Services**

Note: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

**SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

FPDS Code D302 IT Systems Development Services  
FPDS Code D306 IT Systems Analysis Services  
FPDS Code D307 Automated Information Systems Design and Integration Services  
FPDS Code D308 Programming Services  
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

**Note 1:** All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

**Note 2:** Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

**Note 3:** This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

## **VITAL SCIENCES, INC.**

2377 Finchley Road, Carmel, IN 46032-9015

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Contract Number: **GS-35F-0437S**

Period Covered by Contract: **May 26, 2011 – May 25, 2016**

General Services Administration  
Federal Acquisition Service

Pricelist current through Modification #PO-0008, dated August 15, 2013.

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).

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## INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

### **SPECIAL NOTICE TO AGENCIES: Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.gsaadvantage.gov](http://www.gsaadvantage.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page ([www.gsa.gov/fas](http://www.gsa.gov/fas)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

### **1. GEOGRAPHIC SCOPE OF CONTRACT**

*Domestic delivery* is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

*Overseas delivery* is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- ☐ The Geographic Scope of Contract will be domestic and overseas delivery.
- ☐ The Geographic Scope of Contract will be overseas delivery only.
- ☒ The Geographic Scope of Contract will be domestic delivery only.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

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### **2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION**

Vital Sciences, Inc.  
2377 Finshley Road  
Carmel, IN 46032-9015  
Ph: 317-848-1078 \* Fax: 317-848-2822

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

**Ph: 317-848-1078**

### 3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

### 4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279

Block 9: G. Order/Modification Under Federal Schedule Contract

Block 16: Data Universal Numbering System (DUNS) Number: 025354650

Block 30: Type of Contractor: A

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

Block 31: Woman-Owned Small Business - No

Block 37: Contractor's Taxpayer Identification Number (TIN): 35-2076674

Block 40: Veteran Owned Small Business (VOSB): N/A

- A: Service Disabled Veteran Owned Small Business
- B: Other Veteran Owned Small Business

4a. CAGE Code: 3R3L2

4b. Contractor has registered with the Central Contractor Registration Database.

### 5. FOB DESTINATION

### 6. DELIVERY SCHEDULE

- a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER

132-51

DELIVERY TIME (Days ARO)

N/A Days (Per delivery order)

- b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.
- c.(i) SIN 132-54 and SIN 132-55, ACCELERATED SERVICE DELIVERY (7 calendar days or less): the time required for COMSATCOM services to be available after order award. Under Accelerated Service Task Orders, service acceptance testing, unless otherwise required by the satellite provider or host nation, shall be deferred until Ordering Activity operations permit.

- c.(ii) SIN 132-54 and SIN 132-55, TIME-CRITICAL DELIVERY (4 hours or less): the time required for COMSATCOM services to be available after order award. Under Time-Critical Task Orders, service acceptance testing unless otherwise required by the satellite provider or host nation shall be deferred until Ordering Activity operations permit. Time-Critical Delivery shall be predicated on the availability of COMSATCOM transponded capacity (contracted bandwidth and power, pre-arranged Host Nation Agreements, frequency clearance) or COMSATCOM subscription services (bandwidth, terminals, network resources, etc.).
- c.(iii) For SIN 132-54 and SIN 132-55, EXTENDED SERVICE DELIVERY TIMES: the time required under extenuating circumstances for COMSATCOM services to be available after order award. Such extenuating circumstances may include extended time required for host nation agreements or landing rights, or other time intensive service delivery requirements as defined in the individual requirement. Any such extended delivery times will be negotiated between the Ordering Activity and Contractor.

**7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.**

- a. Prompt Payment: NET 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions: N/A

**8. TRADE AGREEMENTS ACT OF 1979, as amended**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING**

N/A

**10. SMALL REQUIREMENTS:**

The minimum dollar value of orders to be issued is \$2,500.

**11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
- b. Special Item Number 132-51 - Information Technology Professional Services

**12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

### **13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS**

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

#### **13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS)**

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

#### **13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)**

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

### **14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)**

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

## **15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES**

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

## **16. GSA ADVANTAGE!**

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsaadvantage.gov>



## **17. PURCHASE OF OPEN MARKET ITEMS**

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if**-

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

## **18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
  - (1) Time of delivery/installation quotations for individual orders;
  - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
  - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

## **19. OVERSEAS ACTIVITIES**

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

N/A

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

## **20. BLANKET PURCHASE AGREEMENTS (BPAs)**

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion

of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

## **21. CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## **22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act apply.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

## **23. SECTION 508 COMPLIANCE.**

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: [www.vitalsciences.com](http://www.vitalsciences.com)

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

## **24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES**

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:  
  
This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

## **25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)**

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
  - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
  - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

## **26. SOFTWARE INTEROPERABILITY**

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

## **27. ADVANCE PAYMENTS**

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION  
TECHNOLOGY (IT) PROFESSIONAL SERVICES  
(SPECIAL ITEM NUMBER 132-51)**

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

**3. ORDER**

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

**4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

## **5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
  - (1) Cancel the stop-work order; or
  - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
  - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

The Inspection of Services–Fixed Price (AUG 1996) (Deviation 1 – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (May 2001) (Deviation 1 – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

## **9. INDEPENDENT CONTRACTOR**

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

### **b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.**

## **11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
  - (1) The offeror;
  - (2) Subcontractors; and/or
  - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

### **13. RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

### **14. INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

### **15. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

### **16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING**

Vital Sciences, Inc. was established in 1999 with the vision of becoming a global IT services company providing cutting edge IT solutions to the corporate marketplace. We are working hard towards achieving that vision at Vital Sciences by employing IT professionals with cutting edge skills in the industry.

We have build our success on attention to detail, excellent delivery record, customer satisfaction and the production of quality work. We provide our customers with a competitively priced service incorporating the very latest technologies and best turnaround time to suit their business requirements.

Our relationships with our clients are built on the foundations of trust, creativity, integrity, quality and, of course, dedication. Vital Sciences' strength lies in understanding complex business processes and developing state-of-the-art information technology solutions.

At Vital Sciences, Inc. we pride ourselves in our ability to provide fast, effective solutions to the myriad of challenges facing IT managers today. We provide a range of services to help you ensure that your IT strategy is on course, and that your IT is working effectively for your business. Listed here are just some of the services we offer, and technologies we use to deliver solutions to our customers.

- IT Consultancy
- Project Management
- Enterprise Wide IT Solutions
- Software Development

The word here at Vital Sciences is "Quality." Each project is subject to rigorous quality checks and we ensure every project is released to exact specification and budget.



## 16a. Pricing for Services

Annual Escalator 2.2%	May 26, 2011- May 25, 2012	May 26, 2012- May 25, 2013	May 26, 2013- May 25, 2014	May 26, 2014- May 25, 2015	May 26, 2015- May 25, 2016
Labor Category	Year 1 Rate	Year 2 Rate	Year 3 Rate	Year 4 Rate	Year 5 Rate
Expert Consulting	\$116.05	\$118.60	\$121.21	\$123.88	\$126.60
Software Developer – Multiple Technologies	\$96.16	\$98.28	\$100.44	\$102.65	\$104.91
Systems Administrator	\$92.84	\$94.88	\$96.97	\$99.10	\$101.28
Software Developer	\$86.22	\$88.11	\$90.05	\$92.03	\$94.06
Oracle Database Administrator (DBA)	\$87.31	\$89.23	\$91.19	\$93.20	\$95.25
SQL Database Administrator (DBA)	\$82.88	\$84.71	\$86.57	\$88.48	\$90.42
Business Process Analyst	\$79.57	\$81.32	\$83.11	\$84.94	\$86.81
Principal Technical Consultant			\$226.70	\$231.69	\$236.78
Multi-media Specialist I			\$28.72	\$29.35	\$29.99
IT Specialist III			\$143.58	\$146.74	\$149.96
IT Specialist II			\$119.65	\$122.28	\$124.97
Systems Analyst I			\$47.86	\$48.91	\$49.99
Project Manager I			\$95.72	\$97.82	\$99.98
Security Specialist III			\$153.15	\$156.52	\$159.96
Security Specialist I			\$95.72	\$97.82	\$99.98
Telecommunications Specialist I			\$86.06	\$87.95	\$89.89
Helpdesk Specialist III			\$83.27	\$85.11	\$86.98
Helpdesk Specialist II			\$71.90	\$73.49	\$75.10
Technical Writer II			\$71.79	\$73.37	\$74.98
Technical Writer I			\$60.30	\$61.63	\$62.98
Administrative Assistant II (SCA position)			\$51.69	\$52.82	\$53.99
Administrative Assistant I (SCA position)			\$43.99	\$44.96	\$45.95

## 16b. Labor Category Descriptions

### Expert Consultant:

**Minimum/General Experience:** Ten years general experience with five years in area(s) of specialization.

**Functional Responsibility:** Performs as an expert with extensive knowledge and experience in areas of expertise. Analyzes and recommends data processing system solutions. Develops, designs, and performs feasibility studies and requirements analyses and external and internal system design. Provides in-depth system wide support and expertise. Performs system diagnosis, problem determination, and problem source identification and system tuning assistance to application developers. Leads and directs a large team. Assumes complete responsibility for a project or major task. Conceives, analyzes, and designs data processing systems. Manages software development and implementation projects. Provides technical expertise and support in specialized area(s) of expertise. Provides consulting and programming services. Provides technical direction to a group of programmers.

**Minimum Education:** Bachelor's Degree in Computer Science, Computer Information Systems, Electrical Engineering, Mathematics or equivalent technical studies or an additional year of strong technical experience in related field in lieu of the above degree.

### Software Developer Multi-Technology (Mid-Level):

**Minimum Experience:** Five years general experience with over three years experience specializing in software development.



**Functional Responsibility:** Provides technical expertise and support in specialized area(s) of application software. Prepares application requirements from user input. Prepares system documentation. Plans and estimates work of team by phase. Reports team work progress at a phase level. Creates system-level test plans. Uses several programming languages and operating systems. Performs total system tests. Ensures proper analysis of problems and programming design, thereby preventing rework or schedule slippage. Provides moderately complex technical direction to a small group of computer programmers. Maintains routine contacts with computer programmers outside the core programming team. Provides informal and/or formal training in areas of expertise. Applies knowledge of application methodologies and processes. Provides system support for specific system software. Provides debugging, problem determination, and system tuning assistance to application developers. Provides technical expertise and support in specialized area(s) of expertise.

**Minimum Education:** Bachelor's Degree in Computer Science, Computer Information Systems, Electrical Engineering, Mathematics or equivalent technical studies or an additional year of strong technical experience in a related field in lieu of each of the above degree.

### **Systems Administrator (Mid-Level):**

**Minimum Experience:** Five years general experience, of which at least three years must be specialized in systems management in either VMS, UNIX or SAN environments.

**Functional Responsibility:** Serves as technical expert on VMS, UNIX and/or SAN platforms. Knowledge about diverse hardware and software environments. Oversees complex tasks and projects independently. Develops configurations based on customer requirements. Performs software installations, upgrades and modifications. Troubleshoots problems and provides customer support. Researches new technologies.

**Minimum Education:** Bachelor's degree from an accredited college in Computer Science, Information Systems, Engineering or other related discipline or equivalent experience in a technical discipline.

### **Software Developer (Mid-Level):**

**Minimum Experience:** Five years general experience with three years of specialized experience in software development.

**Functional Responsibility:** Provides technical expertise and support in specialized area of application software. Prepares application requirements from user input. Prepares system documentation. Plans and estimates work of team by phase. Reports team work progress at a phase level. Creates system-level test plans. Performs total system tests. Ensures proper analysis of problems and programming design, thereby preventing rework or schedule slippage. Provides moderately complex technical direction to a small group of computer programmers. Maintains routine contacts with computer programmers outside the core programming team. Provides informal and/or formal training in area of expertise. Applies knowledge of application methodologies and processes. Provides system support for specific system software. Provides debugging, problem determination, and system tuning assistance to application developers. Provides technical expertise and support in specialized area of expertise.

**Minimum Education:** Bachelor's Degree in Computer Science, Computer Information Systems, Electrical Engineering, Mathematics or equivalent technical studies or an additional year of strong technical experience in related field in lieu of each of the above degree.

### **Database Administrator (Oracle Mid-Level):**

**Minimum Experience:** Five years general experience with three years of specialized experience as an Oracle DBA plus relevant data processing experience.

**Functional Responsibility:** Applies high-level of skills in business systems analysis, database design, installations, conversions and data dictionary analysis and design. Uses logical data modeling techniques. Uses productivity tools/software. Maintains central data repository. Supports application system development life cycle. Responsible for definition of standards for data dictionaries. Responsible for database backup and recovery procedures, access security and database integrity, physical data storage design, and data storage management. Participates in DBMS selection and maintains database performance. Applies expertise in Oracle DBMS. Applies knowledge of Oracle DBMS products.

**Minimum Education:** Bachelor's Degree in Computer Science, Computer Information Systems, Electrical Engineering, Mathematics or equivalent technical studies.

### **Database Administrator (Microsoft SQL Server Mid-Level):**

**Minimum Experience:** Five years general experience and three years of specialized experience as a Microsoft SQL Server DBA plus related data processing experience.

**Functional Responsibility:** Applies high-level of skills in business systems analysis, database design, installations, conversions and data dictionary analysis and design. Uses logical data modeling techniques. Uses productivity tools/software. Maintains central data repository. Supports application system development life cycle. Responsible for definition of standards for data dictionaries. Responsible for database backup and recovery procedures, access security and database integrity, physical data storage design, and data storage management. Participates in DBMS selection and maintains database performance. Applies expertise in Microsoft SQL Server DBMS. Applies knowledge of Microsoft SQL Server DBMS products.

**Minimum Education:** Bachelor's Degree in Computer Science, Computer Information Systems, Electrical Engineering, Mathematics or equivalent technical studies.

### **Business Process Analyst (Mid-Level):**

**Minimum Experience:** Five years of general experience and three years of specialized experience in inventory control, distribution, cost analysis, business processes and workflow.

**Functional Responsibility:** Analyzes production, inventory control, distribution, cost analysis, finance, marketing, human resources, and/or a variety of other business and technical problems to formulate and develop new and modified information processing systems. Represent the business activity in all information technology developments. Coordinates with all organizations involved ascertaining system requirements such as program functions, output requirements, input data acquisition, and system techniques and controls. Requires knowledge of ecommerce tools, computer system capabilities, business processes and workflow.

**Minimum Education:** Bachelor's degree from an accredited college in Computer Science, Information Systems, Engineering or other related discipline or equivalent experience in a technical discipline.

### **Principal Technical Consultant**

**Minimum/General Experience:** 15 years' general experience with 8 years in area(s) of specialization/expertise.

**Functional Responsibility:** Highly qualified principal technical consultant and advisor with extensive knowledge and experience in area(s) of expertise, which may include but not be limited to: strategic planning of technical systems, technology-based solutions, and/or enterprise architectures; develops, designs, and performs feasibility studies and requirements analyses and external and internal system design; in-depth system-wide support and expertise; system performance monitoring, system diagnosis, problem source identification and proposed resolutions; security risk assessments and mitigation plans; provides oversight, leadership, technical guidance, and quality control of large and complex technical programs; technical advisor for planning, designing, developing, and/or managing innovative solutions for mission-critical systems and processes. Has ability to manage large programs and/or multi-task projects and effectively lead technical team(s) to a successful execution and delivery of contract requirements.

**Minimum Education:** Master's Degree in Business, Computer Science, Information Systems, or other relevant discipline associated with expertise. Three additional years' of related work experience may be substituted for Master's Degree.

### **Multi-Media Specialist I**

**Minimum/General Experience:** 1 year

**Functional Responsibility:** Responsibilities may include but not be limited to the following functions: utilizes a variety of common, industry-standard software applications to create and edit original artwork and other documents such as certificates, charts, posters, forms, labels, brochures, meeting and conference handouts, slides, and other publications and presentation aids.

**Minimum Education:** High School diploma

### IT Specialist III

**Minimum/General Experience:** 8 years

**Functional Responsibility:** Responsibilities may include but not be limited to the following functions: architect and design infrastructure solutions covering networks, operating systems, platforms, and releases; prepare and manage impact analyses for implementation of new systems, major releases, and substantial changes to infrastructure; manage complex infrastructure improvement projects within the technical environment.

**Minimum Education:** Bachelor's Degree in Business, Computer Science, Information Systems, or other relevant discipline. Four additional years' of related work experience may be substituted for Bachelor's Degree.

### IT Specialist II

**Minimum/General Experience:** 6 years

**Functional Responsibility:** Responsibilities may include but not be limited to the following functions: architect and design infrastructure solutions covering networks, operating systems, platforms, and releases; assist in preparing impact analyses for implementation of new systems, major releases, and substantial changes to infrastructure; support complex infrastructure improvement projects within the technical environment.

**Minimum Education:** Bachelor's Degree in Business, Computer Science, Information Systems, or other relevant discipline. Four additional years' of related work experience may be substituted for Bachelor's Degree.

### Systems Analyst I

**Minimum/General Experience:** 3 years

**Functional Responsibility:** Responsibilities may include but not be limited to the following functions: contribute to project planning by identifying business and system impacts, key assumptions, and risks; assist in developing inness and functional requirements, including program

specifications, requirements traceability, categorization, and prioritization; assist in conducting impact and gap analyses based on a baseline assessment of systems, technical infrastructure, and business process flows; establish a central repository to manage project artifacts.

**Minimum Education:** Associate's Degree in Business, Computer Science, Information Systems, or other relevant discipline. Two additional years' of related work experience may be substituted for Associate's Degree.

### Project Manager I

**Minimum/General Experience:** 5 years

**Functional Responsibility:** Responsibilities may include but not be limited to the following functions: perform project planning such as developing the project scope, defining project guidelines, obtaining business and IT sponsor approvals, and coordinating the resources necessary to successfully complete assigned projects; communicate major milestones, identify potential project risks, provide continuing direction to the project team, and conduct regular status meetings to review project activities; prioritize procedures for changing scope and project acceptance procedures.

**Minimum Education:** Bachelor's Degree in Business, Computer Science, Information Systems, or other relevant discipline. Four additional years' of related work experience may be substituted for Bachelor's Degree.

### Security Specialist III

**Minimum/General Experience:** 8 years

**Functional Responsibility:** Responsibilities may include but not be limited to the following functions: administer and update user accounts and access control rules; assess the vulnerability of IT systems to unauthorized access and support the use of network security and encryption routines; monitor data security profiles on IT platforms; ensure that regulatory audit requirements are accounted for and implemented in the security architecture for all business systems and processes; develop risk-analysis scenarios and devise business continuity procedures and solutions; conduct studies within and outside the organization to ensure compliance with standards and currency with industry

security norms; oversee the selection of vendors, tools, and security services to automate security administration, and supervise and mentor junior-level personnel.

**Minimum Education:** Bachelor's Degree in Business, Computer Science, Information Systems, or other relevant discipline. Four additional years' of related work experience may be substituted for Bachelor's Degree.

### **Security Specialist I**

**Minimum/General Experience:** 4 years

**Functional Responsibility:** Responsibilities may include but not be limited to the following functions: administer and update user accounts and access control rules; assess the vulnerability of IT systems to unauthorized access and support the use of network security and encryption routines; monitor data security profiles on IT platforms; assist in developing risk-analysis scenarios and devising business continuity procedures and solutions; conduct studies within and outside the organization to ensure compliance with standards and currency with industry security norms; participate in the research and selection of vendors, tools, and security services to automate security administration.

**Minimum Education:** Bachelor's Degree in Business, Computer Science, Information Systems, or other relevant discipline. Four additional years' of related work experience may be substituted for Bachelor's Degree.

### **Telecommunications Specialist I**

**Minimum/General Experience:** 4 years

**Functional Responsibility:** Responsibilities may include but not be limited to the following functions: maintain existing telecommunications infrastructure and all newly integrated telecommunications systems; support basic custom software; coordinate telecommunication moves/adds/changes, including installations, relocations, set-ups, and resets; perform periodic quality checks on telephone, call center, and circuit components; repair ports and solve data circuit problems.

**Minimum Education:** Bachelor's Degree in Business, Computer Science, Information Systems, or other relevant discipline. Four additional years' of related work experience may be substituted for Bachelor's Degree.

### **Helpdesk Specialist III**

**Minimum/General Experience:** 6 years

**Functional Responsibility:** Responsibilities may include but not be limited to the following functions: respond to reported problems and troubleshoot issues; provide support for complex IT problems, and take responsibility for tracking and coordinating problems and solutions, as well as for collecting and analyzing customer satisfaction data, and supervise and mentor junior-level personnel.

**Minimum Education:** Bachelor's Degree in Business, Computer Science, Information Systems, or other relevant discipline. Four additional years' of related work experience may be substituted for Bachelor's Degree.

### **Helpdesk Specialist II**

**Minimum/General Experience:** 4 years

**Functional Responsibility:** Responsibilities may include but not be limited to the following functions: respond to reported problems and troubleshoot issues. Provide basic-to-moderately complex support, depending on the nature of the IT problem, and take responsibility for tracking and coordinating problems and solutions, as well as for collecting and analyzing customer satisfaction data.

**Minimum Education:** Bachelor's Degree in Business, Computer Science, Information Systems, or other relevant discipline. Four additional years' of related work experience may be substituted for Bachelor's Degree.

### **Technical Writer II**

**Minimum/General Experience:** 4 years

**Functional Responsibility:** Responsibilities may include but not be limited to the following functions: provide documentation support to management and/or project technical staffs; prepare documentation by applying the highest levels of industry and client standards, establishing proper formats in accordance with client requirements, and

reviewing and correcting draft materials as appropriate. They may also create, implement, and track production of designed documents, and are adept at using computer based word processing and office applications programs.

**Minimum Education:** Bachelor's Degree in Business, Computer Science, Information Systems, or other relevant discipline. Four additional years' of related work experience may be substituted for Bachelor's Degree.

### **Technical Writer I**

**Minimum/General Experience:** 3 years

**Functional Responsibility:** Responsibilities may include but not be limited to the following functions: provide documentation support to management and/or project technical staffs; prepare documentation by applying the highest levels of industry and client standards, establishing proper formats in accordance with client requirements, and reviewing and correcting draft materials as appropriate. They may also create, implement, and track production of designed documents, and are adept at using computer based word processing and office applications programs.

**Minimum Education:** Bachelor's Degree in Business, Computer Science, Information Systems, or other relevant discipline. Four additional years' of related work experience may be substituted for Bachelor's Degree.

### **Administrative Assistant II**

**Minimum/General Experience:** 3 years of general office experience.

**Functional Responsibility:** Responsibilities may include but not be limited to the following functions: provide technical and administrative support to those supported; performs both routine administrative, clerical and related duties in support of team or individual; sufficient knowledge in automated office software suites to included word processing, spreadsheets, electronic mail, graphics, database, and communication systems; work may include typing correspondence, reports, and memos, maintaining computer-based and paper files, answering and screening telephone calls, opening and distributing mail for those supported; answers routine inquiries and prepares standard correspondence; makes travel arrangements, prepares briefings and presentations, coordinates meetings, meeting agenda, and scheduling of logistics required to support office staff and is able to perform Internet based research; possesses good communication skills, detail-oriented, organized, flexible, able to set priorities and juggle multiple demands, ability to work both as a team member and individually, experience working in fast-paced environments, proven ability to be dependable, ability to produce quality work under deadlines.

**Minimum Education:** Associate's Degree in Business, Computer Science, Information Systems, or other relevant discipline. Two additional years' of related work experience may be substituted for Bachelor's Degree.

### **Administrative Assistant I**

**Minimum/General Experience:** 2 years of general office experience

**Functional Responsibility:** Responsibilities may include but not be limited to the following functions: provide technical and administrative support to those supported; performs both routine administrative, clerical and related duties in support of team or individual; sufficient knowledge in automated office software suites to included word processing, spreadsheets, electronic mail, graphics, database, and communication systems; work may include typing correspondence, reports, and memos, maintaining computer-based and paper files, answering and screening telephone calls, opening and distributing mail for those supported; answers routine inquiries and prepares standard correspondence; makes travel arrangements, prepares briefings and presentations, coordinates meetings, meeting agenda, and scheduling of logistics required to support office staff and is able to perform Internet based research; possesses good communication skills, detail-oriented, organized, flexible, able to set priorities and juggle multiple demands, ability to work both as a team member and individually, experience working in fast-paced environments, proven ability to be dependable, ability to produce quality work under deadlines.

**Minimum Education:** High School diploma

## USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

### PREAMBLE

(Name of Company) provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

### COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact: **Faruk Ansari, Ph: 317-848-1078 or [fansari@vitalsciences.com](mailto:fansari@vitalsciences.com)** .

BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

\_\_\_\_\_  
Ordering Activity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date



BPA NUMBER\_\_\_\_\_

**(CUSTOMER NAME)**  
**BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s)\_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;



(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

\*\*\*\*\*

## BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.